



*CELEBRATING 18 YEARS OF MENTORSHIP
1992-2010*

2010 Sponsorship Packet

*This packet contains:
Sponsorship Request
Merchandise Order Form
Travel Grant Nomination Award Form
General Information*

*Questions? Contact:
Sarah Sudak at ssudak@mtsu.edu
(615) 898-5342 or
Robert N. Page Jr. at rpage@ku.edu
(785) 864-4351*

*More information about the Minority & Friends Network is available on-line at
<http://www.wright.edu/housing/mfn/>*

Deadline for application is January 11, 2010!

Minority & Friends Network Oshkosh Placement Exchange

Network Sponsorship Request

University Information:

First Name

Last Name

Title

Institution

University Address:

Street

City

State

Zip Code

(_____)_____
Office Number

(_____)_____
Fax Number

E-mail Address

Sponsorship Fee: \$125.00

NOTE: Please review the Network Sponsor Expectations before submitting your sponsorship.

***Additional Contribution:** \$ _____ to be used for _____ Travel Grant _____ Social _____ Advice Booth

*Sponsors may choose to support the Travel Grant program, the Network Social, or the Advice Booth with an additional contribution beyond the \$125.00 sponsorship fee.

***M&FN Logo Merchandise Order Total:** \$ _____

*Please complete the following merchandise request form and include the form with your sponsorship request form and method of payment prior to the January 11, 2010 deadline. No merchandise orders will be accepted after January 11, 2010.

PLEASE MAKE CHECK OR MONEY ORDER PAYABLE TO: *Minority & Friends Network*

Method of Payment: ___ Money Order ___ University Check ___ Credit Card* **Payment Total:** _____

*If selecting payment by credit card, you will be contacted at the above office number to provide your credit card number over the phone for payment. Your sponsorship will not be complete until payment has been processed.

Please keep a copy of this form for your records and mail original to:

Minority & Friends Network
c/o Sarah Sudak, Student Services
Middle Tennessee State University
1301 E. Main Street, Box 196
Murfreesboro, Tennessee 37132

Deadline for submission of request is January 11, 2010.

Questions? E-mail Sarah Sudak at ssudak@mtsu.edu

- Late registration can only be made in writing to: ssudak@mtsu.edu

M&FN Sponsorship Application

Minority & Friends Network Oshkosh Placement Exchange

Merchandise Request Form

Please refer to the Minority & Friends Network website for merchandise details.

<http://www.wright.edu/housing/mfn/>

Please note: The prices listed below are based upon a minimum cumulative order of 12. If we are unable to secure enough requests to place an order, your advance payment will be refunded in full.

(A). Pique Knit Sport Shirt (K420): *26 colors available; sizes available XS-6XL*

Total cost with embroidery: **\$25.00 per shirt**

(B). Long Sleeve Value Denim Shirt (SP10): *2 colors available; sizes available XS-6XL*

Total cost with embroidery: **\$26.00 per shirt**

(C). Short Sleeve Value Denim Shirt (SP11): *2 colors available; sizes available XS-6XL*

Total cost with embroidery: **\$22.00 per shirt**

(D). Heavyweight Denim Shirt (S100): *1 color available; sizes available XS-4XL*

Total cost with embroidery: **\$40.00 per shirt**

(E). Garment Dyed Cap (PWU): *11 colors*

Total cost with embroidery: **\$15.00 per cap**

	Item Description	Size	Color	Price
Ex.	Garment Dyed Cap	N/A	Stone	\$15.00
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Merchandise Total: \$ _____

M&FN Merchandise Request Form

Minority & Friends Network Oshkosh Placement Exchange

Network Sponsor Expectations

- Pay attention to dates and deadlines. **Submit your paperwork on time.**
- **A CHANGE FOR THIS YEAR:** There will **NOT** be a Network Sponsor Meeting immediately after the OPE Employer Briefing on Thursday evening. We will e-mail all sponsors prior to OPE with a schedule of events, expectations, and updates.
- **Bring your University pennant to the Advice Booth on Friday morning.** If you are a previous sponsor and you requested your pennant be stored at OPE, you do not need to provide an additional pennant. New sponsors will need to provide a pennant.
- **Proudly display your Network Sponsor sign on your interview room door(s).** Sponsor signs will be delivered to your OPE mailbox by Friday morning.
- **Wear your M&FN lapel pin.** Previous sponsors should remember to bring their pin to OPE; new sponsors will receive one pin in their OPE mailbox by Friday morning. Additional pins may be purchased for \$2.00 per pin.

ADVICE BOOTH EXPECTATIONS

- **Each Network Sponsor will be expected to work for one hour in the Advice Booth.** Sponsors can submit their preferred staffing time via e-mail to Sarah Sudak before OPE or you can sign up in the Advice Booth on Friday morning.
- **All staff working in the Advice Booth must exhibit inclusiveness and openness to ALL types of diversity.**
- **The Advice Booth is not a recruitment area.** Please do not permit your staff to congregate and socialize in the booth area; do not bring institutional related information to the booth.
- **Be prepared to give professional and ethical advice to candidates.**
- **Be supportive and encouraging to all candidates.**
- **Welcome each person in to the Advice Booth and immediately acknowledge them.** Be prepared to stand in the hallway to encourage candidates to stop in for advice. You may need to sell the Advice Booth services.

NETWORK SOCIAL EXPECTATIONS

- **Network sponsors are expected to attend the Network Social on Friday night at 8:00 p.m.** Sponsors should plan to arrive within the first thirty (30) minutes of the start of the event so plan your evening meal accordingly.
- **Network sponsors will be introduced at the Social.** Please have one institutional representative prepared to step forward when your institution is named during the program.
- **The Network Social is not a meal.** Do not plan to skip dinner and eat at the Social.
- **The Network Social is not a recruitment area.** Sponsors are expected to make candidates feel welcome and introduce them to other candidates and employers at the Social.

Minority & Friends Network Oshkosh Placement Exchange

Network Historical Perspective

The Minority & Friends Network was founded in 1992 at the Oshkosh Placement Exchange. The original purpose was for candidates of color to come together in a social setting to network with veteran professionals. The first Minority & Friends Social was sponsored by Western Illinois University.

In 1993 Illinois State University and Michigan State University joined the Social and more structure was given to the mentor and mentee process.

In 1994 Arizona State University and the University of Wisconsin-Oshkosh, joined the social. That year the event had a record number of candidates attending and provided them with the opportunity to ask questions from the mentors on a variety of issues. The increased participation in the social facilitated its move to the Student Union.

Today what was once only a social is now called the “Minority & Friends Network”. The network includes the following:

- Network Mentors
- Minority & Friends Network Social
- Minority & Friends Travel Grant for new professionals
- Access to positions on the Minority & Friends Network Website
- Advice Booth: Resource room provided to candidates with the availability to ask questions or get advice from network mentors.

M&FN has grown to feature almost 60 sponsoring institutions. We look forward to growing and assisting new and seasoned professionals as we network and celebrate diversity!

NOTE: We invite Colleges and Universities to assist with sponsorship of the Minority & Friends Network. Sponsorship allows individual institutions to participate in the network by supporting this expanding program. The Minority & Friends Network reserves the right to accept sponsorship on an as needed basis; therefore it is beneficial to submit your sponsorship request in early.

Questions: Contact any of the following individuals via email:

Tarome Alford: talford@spfldcol.edu
Joe Berthiaume: joe.berthiaume@wright.edu
Leonard Jones: leonard.jones@ncat.edu
Rick Lewis: rlewis@ilstu.edu
Carolyn “Waz” Miller: millerc@mail.ecu.edu
Robert N. Page Jr.: rpage@ku.edu
Sarah Sudak: ssudak@mtsu.edu

M&FN Historical Information

Minority & Friends Network Oshkosh Placement Exchange

Travel Grant Nomination Form

Nominator/Sponsor Information:

First Name

Last Name

Title

Institution

Nominee Information:

First Name

Last Name

Title

Institution

Street

City

State

Zip Code

(_____) _____
Contact Number

E-mail Address

NOTE: Only paid sponsoring institutions can nominate a person for the M&FN Travel Grant. All nominations must be submitted by January 11, 2010. Once a person has been nominated by their institution, they must submit an essay and a copy of this nomination form. All materials should be postmarked by January 25, 2010. Each nominee must submit a three page typed essay on their philosophy on diversity and how they have applied this philosophy in their higher education experience. Mail all materials to:

**Minority & Friends Network
c/o Sarah Sudak, Student Services
1301 East Main Street, Box 196
Murfreesboro, Tennessee 37132**

Travel Grant Specifics:

- The M&FN Travel Grant was established to assist with travel related costs for new professionals who have displayed a commitment to diversity or multiculturalism as they seek employment.
- The Minority & Friends Travel Grant winners will be selected by the M&FN Committee and will receive a \$500.00 grant.
- Winners will be announced at the M&FN Social on Friday. All winners must be present at OPE to qualify for this award.
- After completing the required paperwork, winners will receive their travel grant check by certified mail approximately three weeks after OPE.

Remember deadline for nominations is January 11, 2010 and the deadline to submit an essay is January 25, 2010. Questions? E-mail Sarah Sudak at ssudak@mtsu.edu

M&FN Travel Grant Information